

Charles Kinsey-CFO
Assistant Superintendent Business & Finance
charleskinsey@pb.k12.mo.us
www.poplarbluffschoools.net



1110 N Westwood Blvd
Poplar Bluff MO 63901
phone (573) 785-7751
fax (573) 785-0336

Invitation to Bidder

Bids Due No Later Than:
Date: 4-5-2024 Time: 10:15 a.m.
For Information Contact:
Charles Kinsey, Asst Supt Business

Poplar Bluff R-I School District is seeking bids for Pre-K through 12th-grade school pictures for the 2024-2025 school year. This is a one year bid with a two-year renewal option.

Please note: Poplar Bluff R-I does not have a spring picture program - This bid is for Fall school pictures only.

Bids should be submitted to Charles Kinsey, Assistant Superintendent of Business, 1110 N Westwood Blvd, Poplar Bluff, MO 63901, by 10:15 a.m. on April 5th.

In setting forth the requirements that follow, the School District intends to offer equal opportunity to all bidders. The bid should be returned in a sealed envelope and marked "Bid #2024-2025 School Picture".

Bidding is to be governed by the following conditions:

Award

Awarding of the bid will be based on several criteria including but not limited to price, quality of the product, and vendor performance per references.

Right to Reject

The Board of Education reserves the right to reject any bids and the right to be the sole judge of what appears to be in the best interest of the school district.

Commissions

Poplar Bluff R-I School District anticipates a commission on all packages sold. Each bid should clearly define how commissions will be calculated and paid to schools.

Payment

Purchases made by Poplar Bluff R-I School District is not subject to state and local taxes or federal excise taxes. The official state tax exemption letter will be furnished upon request.

Promotional Materials

All promotional materials will be furnished by the photography company - flyers, posters, coin envelopes, etc. These materials will be at school three weeks before picture dates and personalized to each location.

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Satisfaction Guaranteed All pictures photographed will be on a 100% satisfaction guaranteed basis.

Additional Services All Students will be photographed for the yearbook and school record purposes. Only those buying packets will receive a color portrait package. **All money will be collected and handled by the photography company.**

No bid will be considered unless submitted on the bid form sheets attached and made a part thereof.

POPLAR BLUFF R-I SCHOOL DISTRICT
SCHOOL PICTURES #2024-2025
SPECIFICATIONS

(Please Correlate All Bids to the Following Specific Information)

Please list all picture packages, including prices and content, which will be offered to parents for the 2024-2025 School Year

Include Any Bonus Offers for Staff of Poplar Bluff R-I. (Added to any package above)

1. 1 10 x 13 Added to any package for \$_____additional cost
2. 1 8 x 10 added to any package for \$_____additional cost
3. 2 5x 7's added to any package for \$_____additional cost
4. 16 wallets added to any package for \$_____additional cost
5. Different colored background added to any package for \$_____additional cost
6. Special affect(s) added to any package for \$_____additional cost

All promotional materials will be furnished by the photography company - flyers, posters, a coin envelope, etc. These materials will need to be at each school three weeks before picture dates.

Any promotional material which includes picture pricing should be sent to Charles Kinsey at Central Office to ensure compliance with bid award.

Additional Services

1. **Record Pictures:** Provide each school with a minimum of 1 – 11/2 inch x 2-inch picture of all student & faculty photographed. Photos will be sorted and returned to each school by the school's specifications.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$_____

2. **Pictures in Digital Format preferably with a database:** Provide photos via a digital format preferably with a online database accessible by multiple users in the same format as Student Information Systems (SIS). Photographer will obtain a student list from schools. The pictures will be incorporated into SIS and must have the student ID number as the file name.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$_____

3. **Student I.D.'s:** Provide student I.D.'s for grades K - 12. Ensure Id's have MO required 988 verbiage.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$_____

4. **Faculty/Staff Pictures:** *Provide all faculty and staff that are photographed a complimentary picture package, consisting of 2-5 x 7's and 8 - 2 x 3 wallets. Additional packages may be ordered.*

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$_____

5. **Student Lists:** Provide the school a detailed list of all students that were photographed as well as packages they purchased.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$_____

6. **Camera Availability:** Provide a minimum of one camera per 200 students. All cameras are to be operated by experienced photographers and assisted by photographer's own staff.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$_____

7. **Retakes:** Company will return to school to photograph any students absent on picture day as well as any student that is not satisfied with their portrait. Company must also ensure a 100% SATISFACTION GUARANTEE. Students have the opportunity to receive a full refund or have retakes at not additional cost. There should be at least two retake opportunities.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$_____

8. **Recognition:** Company will provide a student recognition program (Motivational materials) which include items such as certificates, bookmarks, birthday cards, etc. for school use at no extra charge.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$_____

9. Additional Programs: The Company may be used for photographing other programs such as any graduate groups, school club pictures, individual portrait programs, sport memory mats, etc.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$ _____

10. Yearbook: All students will be photographed for the yearbook and school records purpose. Yearbook images are to provide the yearbook staff with digital proofs and yearbook productions. A photographer will be provided to photograph activities such as dances, sports activities, assemblies, etc. as specified by school needs. The company will provide 2 – 4 x 6 prints of all events photographed for the school.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$ _____

Grades Pre-K-6 utilize the school picture company for the creation and publication of their annual yearbook. Please indicate if this service will be available.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$ _____

11. All money will be collected and handled by the photography company.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$ _____

12. A minimum of 3 photographers will be provided at the secondary schools during textbook checkout in August.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$ _____

13. Senior Composites will be provided for the high school.

Available: Yes__ No__ Charge: Yes__ No__ If yes list charge \$ _____

COMMISSIONS

Does your company pay commissions to school district on all packages sold?

Available: Yes__ No__

If yes, amount to be paid to Poplar Bluff R-I on sold packages:\$ _____

Please provide timelines and payment procedures for commission payments:

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All vendors must provide a list of schools serviced by their company. List should include:

	SCHOOL NAME	YEARS SERVICED	SCHOOL CONTACT
Reference #1			
Reference #2			
Reference #3			
Reference #4			

Please note: Poplar Bluff R-I has a local vendor preference policy and a disabled veteran business policy that is applicable to the RFP.

The bid award will be based on evaluation and recommendation. Vendors may be required to make a short oral presentation to a committee and respond to committee questions if the District chooses to conduct interviews. Interviews will be scheduled for April 10th 2024, if required. Please indicate if you will be available for a committee presentation. Time to be determined.

Available: Yes__ No__

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POPLAR BLUFF R-I SCHOOL DISTRICT
SCHOOL PICTURES #2024-2025
VENDOR INFORMATION SHEET

We have read the foregoing terms and conditions and herewith submit our bid.

Submitted By:

(Name of Company)

(Address)

(Authorized Signature/Title)

(Contact Person-if different from above)

(Telephone Number)

(Date)

This form should be completed and returned with all bids.

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"NO BID" RESPONSE FORM

"NO BID RESPONSE FORM"

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A BID

If you do not wish to respond to this bid request, please complete and submit only this form to the District's Assistant Superintendent of Business by mail or email charleskinsey@pb.k12.mo.us

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Reason for Not Bidding:

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NON-COLLUSION AFFIDAVIT

I state that I am _____ of _____.
(Title) (Name of Firm)

and that I am authorized to make this AFFIDAVIT on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

- 1.The budgets shown in this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, responder, or potential responder to this Request for Proposal (RFP).
- 2.Neither the price(s) nor the amount of the proposal, and neither the approximate budgets nor approximate amounts in this proposal, have been disclosed to any other firm or person who is a responder or potential responder to this RFP and they will not be disclosed before the proposal opening.
- 3.No attempt has been made or will be made to induce any firm or person to refrain from responding to this RFP, or to induce them to submit a budget that is higher than the budget in this proposal, or to submit any intentionally high or non-competitive proposal or other form of non-responsive proposal.
- 4.The proposal and budget prepared by my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- 5.Its affiliated, subsidiaries, officers, directors, and _____ (Name of Firm) employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as follows:

I state that understands and acknowledges that the _____ (Name of Firm) above representations are material and important and will be relied on by the Poplar Bluff R-I School District in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Poplar Bluff R-I School District of the true facts relating to the submission of proposals for this contract.

(Signature)

(Print Name and Title)

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY ___ OF _____, 20___.

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(Notary Public)

(My Commission Expires)

Business Entity Certification

Please complete Part A or B of the Business Entity Certification Form:

The business entity, as defined in section 285.525, RSMO, pertaining to section 285.530, RSMO, is any person or group of persons performing or engaging in any activity, enterprise, profession, an occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall consist of any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMO.

Part A - Currently Not a Business Entity

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMO pertaining to section 285.530, RSMO as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent utilizes the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMO.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMO, pertaining to section 285.530, RSMO, then, before the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Part B, comply with the requirements stated in Part B and provide the Missouri State Public Defender System with all documentation required in Part B of this exhibit.

(Authorized Representative's Name-Signature)

(Authorized Representative's Name-Please Print)

(Company Name) (if applicable)

(Date)

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Part B - Current Business Entity Status

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMO, pertaining to section 285.530.

(Authorized Business Entity Representative's Name-Please Print)

(Authorized Representative's-Signature)

(Business Entity Name)

(Date)

(E-Mail Address)

As a business entity, the contractor must perform/provide the following. The contractor should check each to verify completion/submission:

- ___ Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/qc 1185221678150.shtm](http://www.dhs.gov/files/programs/qc%201185221678150.shtm); Phone: 888-464-4218; Email: (e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- ___ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the bidder's/contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/contractor's name and the MOU signature page completed and signed, at minimum, by the bidder/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- ___ Submit a completed, notarized Affidavit of Work Authorization.

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AFFIDAVIT OF WORK AUTHORIZATION:

The contractor who meets the section 285.525, RSMO, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMO. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMO.)

(Authorized Representative's Signature)

(Authorized Representative's-Printed Name)

(Title)

(Date)

(E-Mail Address)

(E-Verify Company ID Number)

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____
(NAME OF STATE) (DATE)

(Signature of Notary)

(Date)

EXHIBIT DISABLED VETERAN BUSINESS PREFERENCE

Disabled Veteran Business:

Bidder should indicate below if the bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business defined in 34.074 RSMo and stated below.

Service Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service Disabled Veteran Business is defined as a business concern:

- Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- The management and daily business operations of which are controlled by one or more service-disabled veterans.

_____ **YES**, I meet the definitions of a service-disabled veteran and a service-disabled veteran business defined in 34.074 RSMO.

_____ **NO**, I do not meet the definition of a disabled service veteran and a service-disabled veteran business as defined in 34.074 RSMO.

(Service Disabled Veteran's Name-Please Print)

(Service Disabled Veteran Business Name)

(Service Disabled Vereran's Signature)